Arabian Institute For Training

Total Rewards and Human Capital Analytics (ACHRM)

Why Attend

- This course combines two of eight modules of the Advanced Certificate in Human Resource Management which are Total Rewards and Human Capital Analytics.
- Total Rewards encompasses direct and indirect remuneration approaches that employers use to attract, recognize, and retain workers. HR demonstrates value by designing and administering systems and programs (e.g., base pay, benefits, incentive pay, leave, perquisites, retirement) that support recruitment and retention efforts. This module outlines a comprehensive, step-by-step approach to designing, implementing, administering, and maintaining a compensation system.
- Human Capital Analytics (sometime called Predictive Analytics) is fast becoming the means by which HR earns its seat at the decision-making table. Evidence-based HR starts with a clear and objective understanding of the relationship between data, information and knowledge followed by identifying, prioritizing and communicating the information which is most impactful in organizational decision making. This module explores how to gather and analyze pertinent HR metrics which have organization-wide implications including how to properly communicate those findings to drive better decision making.

Course Methodology

- Modules within the Advanced Certificate in Human Resource Management (ACHRM) are uniquely designed; no prerequisites are required, and the learner can enter the program at any time. Plus, the complete Certificate program involves a wide variety of learning experiences including group discussions, individual and group activities, case studies, toolkit development and a post-test reinforcement of learning at the end of each module.

Course Objectives

Total Rewards Module
By the end of the module participants will be able to:

- Discuss key issue that affect compensation structures and systems
- Design a compensation structure
- Administer and maintain a compensation system that aligns with an organization's mission and vision
- Effectively communicate details of compensation plans, both initially and when they are changed
- Describe incentive pay and types of pay plans for select employees

Human Capital Analytics Module
By the end of the module participants will be able to:

- Methodically and systematically understand the basics of human capital analytics.
- Clarify the difference between metrics, analysis and (human capital) analytics.
- Encourage a shift from activity-based HR measures to organization-wide analytics which provide better insight for predictive decision making.
- Decide and prioritize what to data to measure and why.
- Determine which data gathering methods and sources are most appropriate.
- Develop and determine basic KPIs (Key Performance Indicators).
- Demonstrate basic methods for reading and presenting data to drive organizational decisions.
- Identify tools and technique used to further analyze data and support decision making.
- Interpret and prioritize standards versus measures.
- Diagnose your organization's maturity level / stage in terms of (human capital) analytics.
- Appreciate current trends which are making analytics even more relevant.

Target Audience

- This course is designed specifically for HR generalists and HR specialists in the fields of compensation and benefits and human capital analytics

Total Rewards Module Content
Lesson 1 - Introduction to Compensation

- Total Rewards
- Direct versus Indirect
- Trends in Compensation Approach

Lesson 2 - Legal Concepts that Impact Compensation

- Employment Laws
- Laws versus Policies

Lesson 3 - Designing a New Compensation Structure

- Tying Compensation to Business Needs and Organizational Culture
- Compensation as a Part of Total Rewards
- Broadbanding

Lesson 4 - Implementing, Administering, and Maintaining a Compensation System

- Issues with Pay Adjustments or Pay Administration Decisions
- Compliance
- Pay Increases
- Pay Variations
- Measuring Effectiveness – Evaluating the Compensation System

Lesson 5 - Compensation Communication

- Communicating Your Initial Plan
- Communicating and Announcing Changes

Lesson 6 - Incentive Pay

- Types of Incentive Pay Plans
- Monitoring Incentive Pay Plans
- Commonly Used Metrics
- Pay Plans for Select Employees

Lesson 7 - Compensation for M&A and International Assignments

- Mergers and Acquisitions
- International Compensation
- Recent Compensation Developments
- Compensation Resources

Lesson 8 - Benefits and Perquisites (Perks)

- What are Benefits and Perks?
- Criteria for Choosing Benefits and Perquisites
- Variations in Benefits
- Benefits Needs Assessment
- Benefits/Perks Gap Analysis Issues and Suggested Actions
- Types of Benefits
- Examples of Perquisites

Human Capital Analytics Module Content
Lesson 1 - Overview of Human Capital Analytics
Lesson 2 - What to Measure (KPIs) and How to Collect Data

- Measurement and Data Requirements
- Defining Research Questions
- Key Performance Indicators

Lesson 3 - Analyzing Data and Interpreting Results

- Workforce Analytics Highlights
- Application of HR Analytics
- Data Visualizing and Modeling

Lesson 4 - Communicating and Presenting Findings

- Preparing & Presenting Results

Lesson 5 - Human Capital Maturity

- Analytics Maturity

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